

## Chapter 3

### Managing Position Hierarchy

#### Chapter Overview

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**Introduction** This chapter contains an overview of the DoD Organization Hierarchy and Position Hierarchy. It will explain the concept of how a position hierarchy is linked to the DoD Organization Hierarchy. At implementation of the modern DCPDS, all position hierarchies will be in place and ready for new positions to be linked to them. After implementation, new organizations (new UICs or PAS Codes) will require position hierarchies to be built at the region or lower level.

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#### Chapter Contents

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#### See Also



In this Module:

- Overview
- Chapter 1, Building Positions
  - Building a Position
  - Building a Virtual Position
- Chapter 2, Managing Positions
  - Querying Positions

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## Chapter Overview, Continued

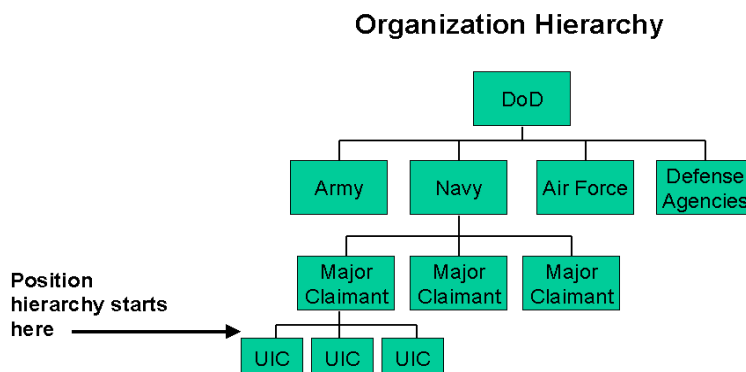
### DoD Organization Hierarchy

The DoD Organization Hierarchy is an organization structure/architecture, which depicts the highest organization level down to the lowest organization level. For example, from the Secretary of Defense organization down to the installation level.

The purpose of the Organization Hierarchy in modern DCPDS is to set up lines of command for:

- Security
- Supervisory relationships
- Reports
- Lines of promotion, etc.

#### ◆ Example:



Organization hierarchy will be centrally maintained by DoD:

- Components will submit changes in organizational hierarchies to the central DoD office responsible for system sustainment.
- That DoD office will update the modern DCPDS.

The top position in a UIC/PAS at a region is the lynchpin tying Organization to Position Hierarchy.

### Position Hierarchy

The position hierarchy works like the DoD Organizational Hierarchy, except it shows who holds the position and subordinate holders. The Hierarchy

- Describes the organization structure below the activity or installation level (PAS Code or UIC level).
- Shows reporting lines or other relationships.
- Works like organization hierarchy except it shows who holds the position and subordinate holders.

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## Chapter Overview, Continued

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### Position Hierarchy (continued)

- Will be maintained at the regional level.
  - Will start with the senior position in the UIC/PAS organization level.
  - Shows how subordinate positions will be attached to the senior level; you must have at least one.
  - Will contain virtual positions.
    - Military positions with supervisory control over civilian employees to maintain chain of command in the hierarchy.
    - External users, such as employees who service people in another region or component.
  - Shows NAF positions with supervisory control over appropriated employees appear in the position hierarchy.
  - Limits how information on Local National employees appears in the position hierarchy.
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### Associated Application

Oracle's **Application Data Export (ADE)** is an associated application which links the modern DCPDS to desktop tools such as word processors, spreadsheets and data query tools, in order to manipulate the data that you have exported. It will enable you to launch a **Hierarchy Diagrammer** to graphically display an organization or position hierarchy. However, you cannot create a position hierarchy using ADE.



**Note:** See **Using Application Data Export (ADE)** in this chapter.  
ADE can not be used if the data base contains more than 12,000 records.

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### Alternate Position Hierarchy

The Alternate Position Hierarchy is an optional position hierarchy that Components may use.

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# Viewing a List of Employees by Position Hierarchy

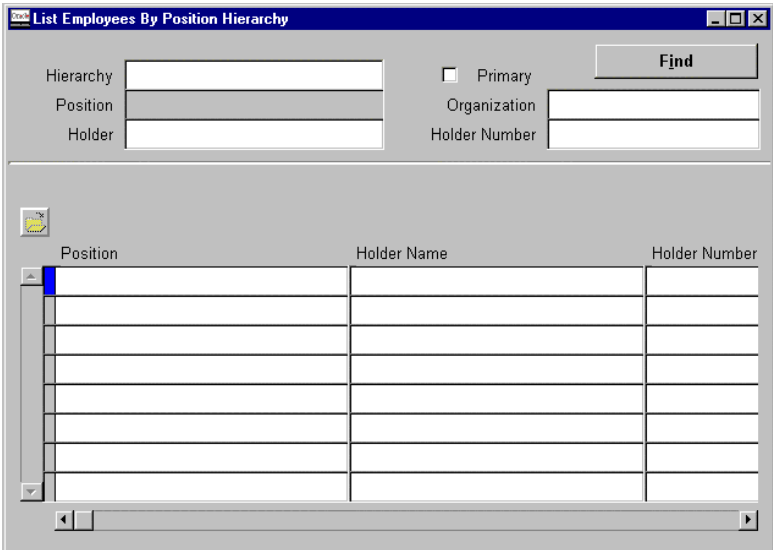

## Purpose

This procedure will guide you through the steps for obtaining a list of employees by a position hierarchy in your database.

## Section Contents

- How to access the **List Employees by Position Hierarchy** Window
- How to populate the **Position Hierarchy** Window to view the employees

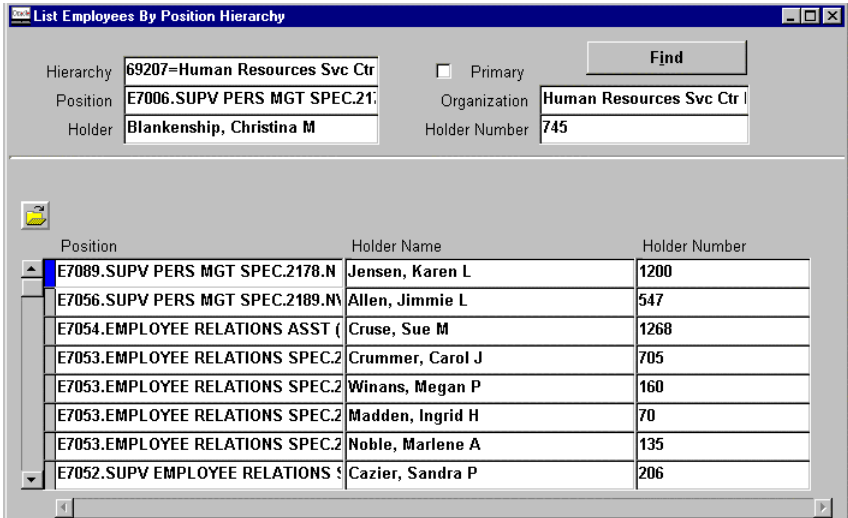
## Accessing the List Employees by Position Hierarchy Window

Step	Action/Remarks
1	<p>From the <b>Navigation List</b>, click:  <i>View → List → Employees by Position Hierarchy → &lt;Open&gt;</i>.            The <b>List Employees by Position Hierarchy</b> Window displays:</p>  <p> <b>Note:</b> This Window is a folder. Folders are online displays of information, and there are many folder views throughout the system. The display of data in folders can be customized, sorted, and queried. You will find more information on folders in Module 1, Fundamentals, Chapter 7 - Folders.</p>

*Continued on next page*

## Viewing a List of Employees by Position Hierarchy, Continued

### Viewing a List of Employees in the Position Hierarchy

Step	Action/Remarks																											
1	On the <b>List Employees by Position Hierarchy</b> Window, click in the <i>Hierarchy</i> data field.																											
2	Click the <b>LOV</b> button on the Toolbar, and select a value.																											
3	In the <i>Position</i> data field, click the <b>LOV</b> and select a value.																											
4	<p>In the folder region (lower half under the Folder Icon), click in the <i>Position</i> column, click the <b>&lt;Find&gt;</b> button at the top right of the window --or click F8 (Query → Enter).</p> <p>The Folder will be populated with a list of all employees within that position hierarchy.</p>  <table><thead><tr><th>Position</th><th>Holder Name</th><th>Holder Number</th></tr></thead><tbody><tr><td>E7089.SUPV PERS MGT SPEC.2178.N</td><td>Jensen, Karen L</td><td>1200</td></tr><tr><td>E7056.SUPV PERS MGT SPEC.2189.N</td><td>Allen, Jimmie L</td><td>547</td></tr><tr><td>E7054.EMPLOYEE RELATIONS ASST (</td><td>Cruse, Sue M</td><td>1268</td></tr><tr><td>E7053.EMPLOYEE RELATIONS SPEC.2</td><td>Crummer, Carol J</td><td>705</td></tr><tr><td>E7053.EMPLOYEE RELATIONS SPEC.2</td><td>Winans, Megan P</td><td>160</td></tr><tr><td>E7053.EMPLOYEE RELATIONS SPEC.2</td><td>Madden, Ingrid H</td><td>70</td></tr><tr><td>E7053.EMPLOYEE RELATIONS SPEC.2</td><td>Noble, Marlene A</td><td>135</td></tr><tr><td>E7052.SUPV EMPLOYEE RELATIONS S</td><td>Cazier, Sandra P</td><td>206</td></tr></tbody></table>	Position	Holder Name	Holder Number	E7089.SUPV PERS MGT SPEC.2178.N	Jensen, Karen L	1200	E7056.SUPV PERS MGT SPEC.2189.N	Allen, Jimmie L	547	E7054.EMPLOYEE RELATIONS ASST (	Cruse, Sue M	1268	E7053.EMPLOYEE RELATIONS SPEC.2	Crummer, Carol J	705	E7053.EMPLOYEE RELATIONS SPEC.2	Winans, Megan P	160	E7053.EMPLOYEE RELATIONS SPEC.2	Madden, Ingrid H	70	E7053.EMPLOYEE RELATIONS SPEC.2	Noble, Marlene A	135	E7052.SUPV EMPLOYEE RELATIONS S	Cazier, Sandra P	206
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5	Click <b>Action</b> and click <b>Close Window</b> to return to the <b>Navigation List</b> .																											

# Querying a Position Hierarchy

**Purpose** This procedure will guide you through the steps for querying a position hierarchy and viewing subordinate holders of the positions.

**Section Contents**

- Accessing the Position Hierarchy Window
- Querying a Position Hierarchy
- Viewing the subordinates of a position and the holders of those positions

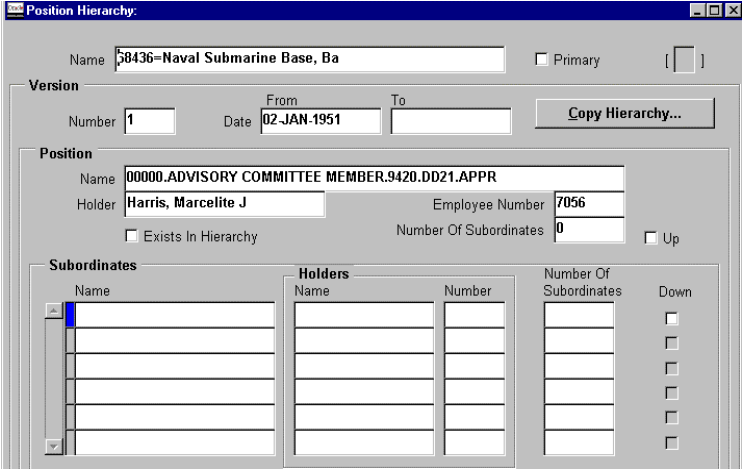
## Accessing the Position Hierarchy Window

Step	Action
1	<p>From the <b>Navigation List</b>, click <i>Work Structures</i> → <i>Position</i> → <i>Hierarchy</i> → <b>&lt;Open&gt;</b>.</p> <p>The <b>Position Hierarchy</b> Window displays:</p>

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## Querying a Position Hierarchy, Continued

### Querying a Position Hierarchy

Step	Action
2	<p>On the <b>Position Hierarchy</b> Window, query for a position hierarchy in the <b>Name</b> data field at the top of the window:</p> <ul style="list-style-type: none"> <li>Click <b>Query</b> on the Main Menu Bar and <b>Enter</b> or use [F7].</li> <li>Type in a hierarchy number, (<b>UIC</b> or <b>PAS Code</b>) followed by %.</li> <li>Click <b>Query</b> on the Main Menu Bar and <b>Run</b> or click [F8].</li> </ul> 

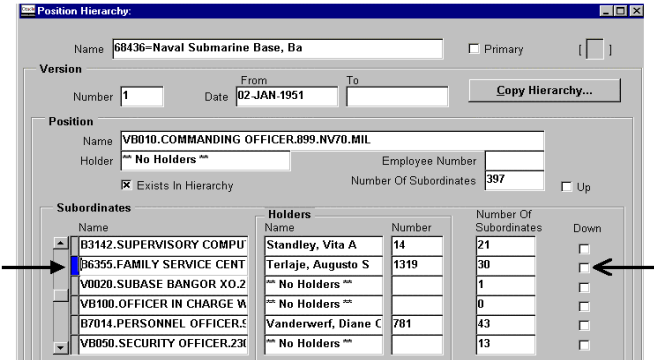
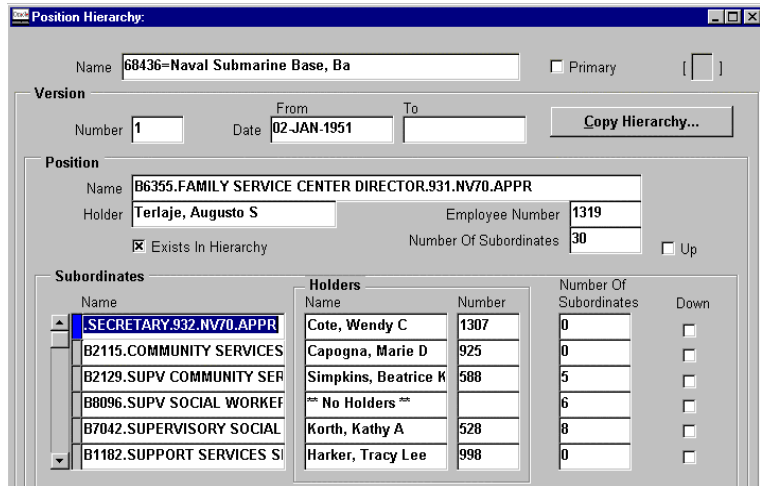

### Viewing the Subordinates of a Position

Step	Action
1	<p>You will need to find a position that has subordinate positions. In the <b>Position</b> region, query for a position record, either by <b>Position Name</b> or <b>Holder</b>:</p> <ul style="list-style-type: none"> <li>Click in either the <b>Name</b> or <b>Holder</b> data field (whichever you are using); then query using the Query Function on the Main Menu Bar or the shortcut keys of F7/F8.</li> <li>Place an "X" in the <b>Exists in Hierarchy</b> checkbox. Click the <b>Up</b> checkbox until you get the message, "This is the top position in the Hierarchy."</li> </ul> <p>After the query runs, the subordinate position record data displays.</p>

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## Querying a Position Hierarchy, Continued

### Viewing the Subordinates of a Position (continued)

Step	Action
2	<p>Click one of the <i>Subordinate Name</i> data fields. Click its associated <i>Down</i> check box, to display the next level of subordinate positions.</p> 
3	<p>The record selected in the window is now listed in the <i>Position</i> data field, and its subordinate position display.</p>  <p> <b>Note:</b> You can click the <i>Up</i> check box to display higher level positions.</p>
4	<p>Click <b>A</b>ction and click <b>C</b>lose <b>W</b>indow to return to the <b>N</b>avigation <b>L</b>ist or click the “X” in the top right-hand corner of the window.</p>



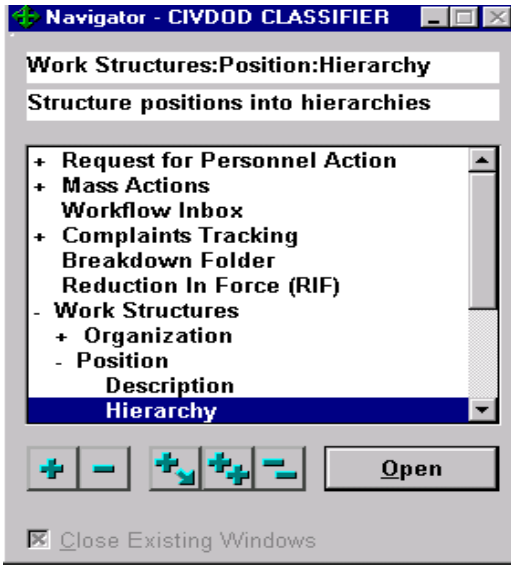
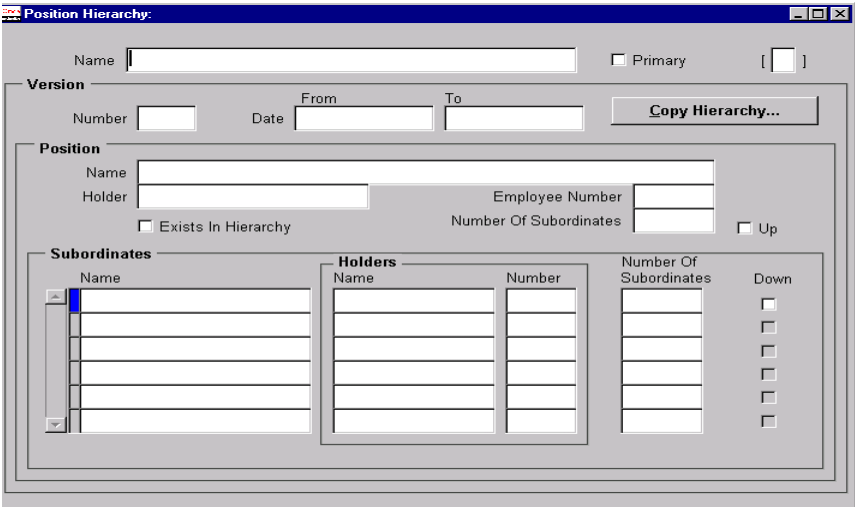
# Building a Position Hierarchy

<b>Purpose</b>	This procedure will guide you through the steps for building a position hierarchy that links the position to the DoD Organizational Hierarchy and limits user access.
<b>Section Contents</b>	<ul style="list-style-type: none"> <li>• Accessing the <b>Position Hierarchy</b> Window</li> <li>• Fields and Buttons on the <b>Position Hierarchy</b> Window</li> <li>• Building a Position Hierarchy</li> </ul>
<b>See Also</b> 	Module 2, Position management and Classification in the Modern DCPDS Section: Overview Chapter 1, Building Positions Chapter 2, Managing Positions
<b>Before You Begin</b>	<ul style="list-style-type: none"> <li>• Before you can build a position hierarchy, you must build at least one supervisory position and a subordinate position.</li> <li>• A position hierarchy is used to:               <ul style="list-style-type: none"> <li>• Show reporting lines and other relationships, i.e., supervisory, within an organization.</li> <li>• Show which position a new position reports to.</li> <li>• Access and control all records of organizations subordinate to that level.                   <ul style="list-style-type: none"> <li>◆ Example: Allow supervisors to access only the records of employees under his or her position.</li> </ul> </li> </ul> </li> <li>• Obtain reports and other types of information from records at the selected level and all those levels below that level in the hierarchy.</li> </ul>

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## Building a Position Hierarchy, Continued

### Accessing the Position Hierarchy Window

Step	Action
1	<p>On the <b>Navigation List</b> → <i>Work Structures</i> → <i>Position</i> → <i>Hierarchy</i> → &lt;Open&gt;.</p> 
2	<p>The <b>Position Hierarchy</b> Window displays.</p> 

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## Building a Position Hierarchy, Continued

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### Fields and Buttons on the Position Hierarchy Window



Fields/Buttons	Description
Hierarchy <i>Name</i>	<b>Note:</b> Components determine position hierarchy names. Ex: Army – civil engineering, or Navy – Computer Operations, etc. The <b>Name</b> field may contain up to 30 characters and can contain spaces.
<i>Primary</i>	There is only one Primary Position Hierarchy for the installation – usually left blank.
<i>Version Region</i> – with <i>Number</i> and <i>From</i> and <i>To Dates</i>	Used to distinguish between original or changed hierarchy.
<i>Copy Hierarchy</i>	Not used by DoD.
<i>Position Region</i>	Contains: <ul style="list-style-type: none"> <li>• <i>Name</i> (Position Number,)</li> <li>• <i>Holder, Employee Number, and Number of Subordinates</i>;</li> <li>• A <b>checkbox</b> for moving up and down the hierarchy</li> <li>• An <b>Up</b> checkbox for navigating to the previous level in the hierarchy.</li> </ul>
<i>Subordinates Region</i>	Contains: <ul style="list-style-type: none"> <li>• <i>Name</i></li> <li>• <i>Holders – Name, Number</i></li> <li>• <i>Number of Subordinates</i></li> <li>• A <b>Down</b> checkbox is next to each data field row and used to navigate within the hierarchy</li> </ul>

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## Building a Position Hierarchy, Continued

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### Building a Position Hierarchy

Step	Action
1 	On the <b>Position Hierarchy</b> window, click <b>Name</b> . Enter the name of the position hierarchy, (UIC or PAS Code, i.e., UIC: 68436 for Naval Submarine Base, Bangor, WA). <b>Note:</b> Do <b>NOT</b> click <b>Primary</b> .
2	Click <b>Save</b>  on the Toolbar.

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### Completing the Version Region on the Position Hierarchy Window

Step	Action
1	Put the cursor in the <b>Version Number</b> data field; it will automatically populate with a “1”.
2	Enter the start date in the <b>From</b> date field.

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### Completing the Position Region on the Position Hierarchy Window



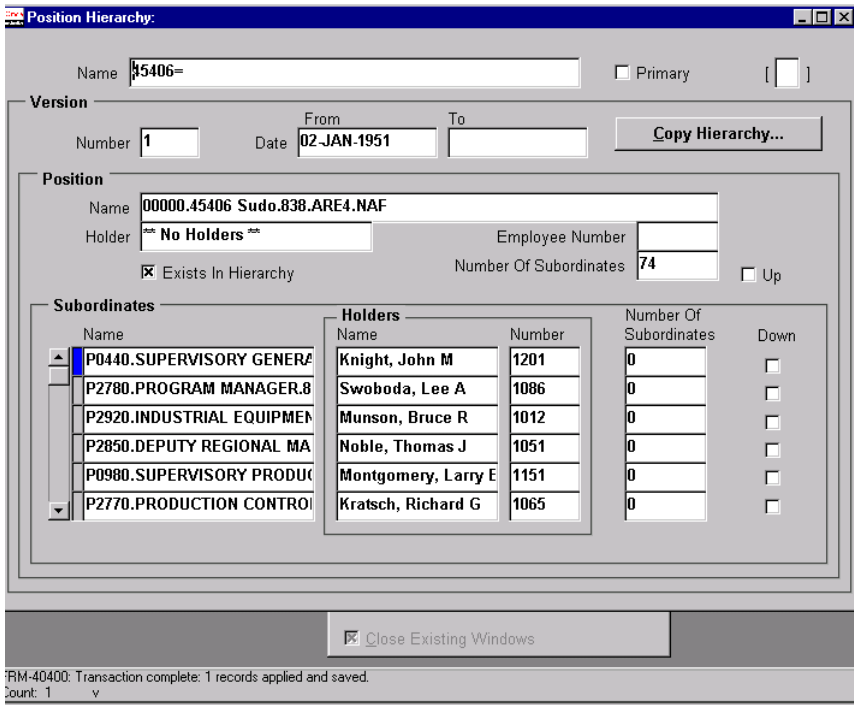
Step	Action
1	In the <b>Name</b> data field, use the <b>LOV</b> to select the position number you want. <i>Or:</i> Click <b>Query</b> . Click <b>Enter</b> . Fill in the name of the position number you want at the top of the hierarchy followed by a % sign. (“Name” means the position number.) Click <b>Query</b> . Click <b>Run</b> .
2	The <b>Holder</b> data field displays the name of the employee who holds this position. If the position is vacant, “No holders” is displayed.

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## Building a Position Hierarchy, Continued

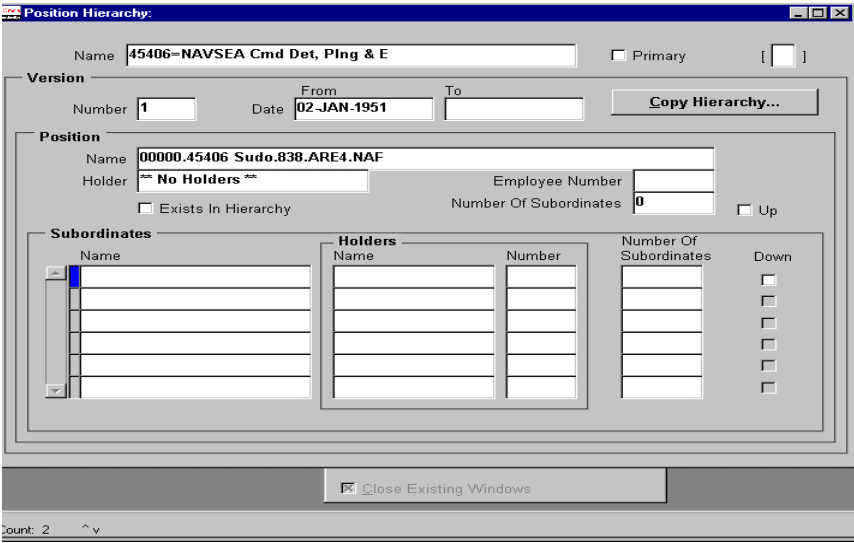


### Completing the Subordinates Region of the Position Hierarchy Window

Step	Action																
1	Click the first block under <b>Name</b> in the <b>Subordinates</b> Region. Use the <b>LOV</b> or fill in the position number for each subordinate, followed by the “%” sign. Example: %5406																
2 	Click the Save  button on the Toolbar. <b>Caution:</b> Do not enter additional names until the first one populates in the <b>Holders</b> region, otherwise, your position will not be saved.																
3	The <b>Subordinates</b> Region populates.   <p>The screenshot shows the 'Position Hierarchy' window. The 'Name' field contains '%5406='. The 'Version' section shows 'Number 1' and 'Date 02-JAN-1951'. The 'Position' section shows 'Name 00000.45406 Sudo.838.ARE4.NAF' and 'Holder No Holders'. The 'Subordinates' region is populated with a list of positions and their holders. The 'Holders' region shows a list of holders with their names, numbers, and the number of subordinates. The 'Number Of Subordinates' field is set to 74. The 'Close Existing Windows' button is visible at the bottom.</p> <table border="1"> <thead> <tr> <th>Subordinates</th><th>Holders</th></tr> <tr> <th>Name</th><th>Name</th></tr> </thead> <tbody> <tr> <td>P0440.SUPERVISORY GENERAL</td><td>Knight, John M</td></tr> <tr> <td>P2780.PROGRAM MANAGER.8</td><td>Swoboda, Lee A</td></tr> <tr> <td>P2920.INDUSTRIAL EQUIPMENT</td><td>Munson, Bruce R</td></tr> <tr> <td>P2850.DEPUTY REGIONAL MA</td><td>Noble, Thomas J</td></tr> <tr> <td>P0980.SUPERVISORY PRODUCTION</td><td>Montgomery, Larry E</td></tr> <tr> <td>P2770.PRODUCTION CONTROL</td><td>Kratsch, Richard G</td></tr> </tbody> </table> <p>Number Of Subordinates: 74</p> <p>Close Existing Windows</p> <p>RM-40400: Transaction complete: 1 records applied and saved. Count: 1 v</p>	Subordinates	Holders	Name	Name	P0440.SUPERVISORY GENERAL	Knight, John M	P2780.PROGRAM MANAGER.8	Swoboda, Lee A	P2920.INDUSTRIAL EQUIPMENT	Munson, Bruce R	P2850.DEPUTY REGIONAL MA	Noble, Thomas J	P0980.SUPERVISORY PRODUCTION	Montgomery, Larry E	P2770.PRODUCTION CONTROL	Kratsch, Richard G
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## Building a Position Hierarchy, Continued

### Completing the Subordinates Region of the Position Hierarchy Window (continued)


Step	Action
4	<p>With the cursor in the top <b>Name</b> data field, click the down arrow key. The UIC 68436 with translation displays.</p> 
5	<p>Enter the version number and start date of the hierarchy.</p> <p> <b>Note:</b> You can copy an existing hierarchy by using the <b>Copy Hierarchy</b>, but it is not recommended.</p>
6	Click <b>Save</b> .
7	<p>Query the top position name in the position block.</p> <p> <b>Note:</b> The <b>Position Name</b> (position number) and the <b>Holder</b> (employee name) data fields are automatically populated. Always define hierarchies from the top position down, and a position hierarchy must have at least one supervisor and one subordinate.</p> <p>The <b>Holder</b> displays the name of the employee who holds this position. The number of subordinates displayed represents all of the subordinates and not just the next lower level.</p> <p>Click the LOV to display the number of holders.</p>

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## Building a Position Hierarchy, Continued

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### Completing the Subordinates Region of the Position Hierarchy Window (continued)

Step	Action
8	In the <b>Subordinates</b> Region select the immediate subordinates for the top position by using the LOV.
9	To add organizations below one of these immediate subordinates, check in the “ <b>Down</b> ” checkbox for the position.
10	<p>The <b>Position</b> Region now displays the position you have selected. You can add subordinates to this position. To return to the previous level, check the “<b>Up</b>” checkbox.</p> <p> <b>Note:</b> The list of positions from which you can select in the <b>Subordinates</b> Region includes positions that are already in the hierarchy. If you select such a position, you will move it and all of its subordinates within the hierarchy.</p>
11	Click <b>Save</b> . Click <b>Action</b> and then click <b>Close Form</b> to return to the <b>Navigation List</b> .

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# Linking a Position to a Position Hierarchy

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**Purpose** This procedure will guide you through the process of linking a position to a position hierarchy.

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**Section Contents**

- Using the **Position** Window to link the position to a position hierarchy
- Linking a position to a position hierarchy

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**See Also**  
 Module 2, Position Management and Classification in the Modern DCPDS  
 Chapter 1, Building a Position  
 Chapter 3, Managing Position Hierarchy


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**Before You Begin**

- You must build a position before you can link it to a position hierarchy.
- There are three ways to link a position to a position hierarchy:
  1. Use the **Position** Window <**Reporting To**> Taskflow Button
  2. Use the **Position Hierarchy** Window (refer to: **Completing the Subordinates Region** in Building A Position Hierarchy)
  3. Use the **ADE Position Diagrammer**

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## Using the Position Window

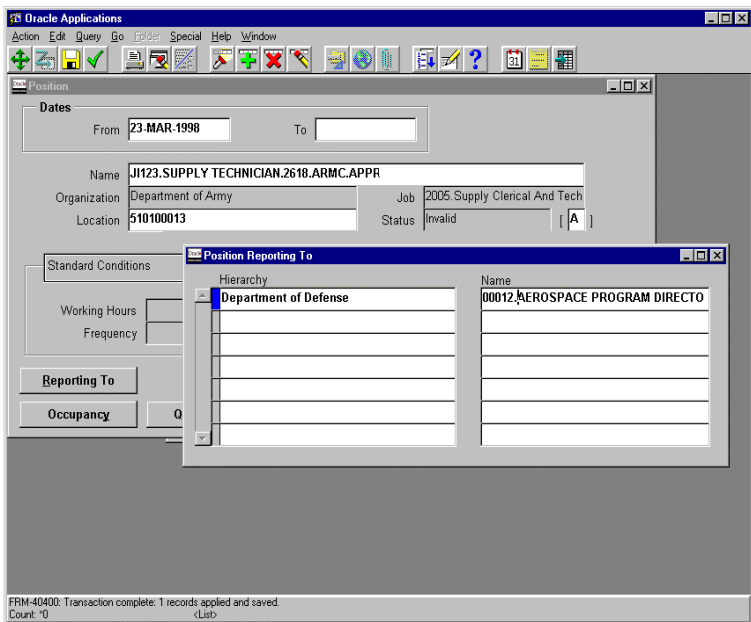
Step	Action
1	On the <b>Navigation List</b> → <i>Work Structures</i> → <i>Position</i> → <i>Description</i> → < <b>Open</b> >.
2	The <b>Position</b> Window displays.
3 	To look at all positions previously created, click <b>Query</b> on the Main Menu Bar. Place your cursor in <i>Name</i> field and enter the PD number. Ex: %JI123%  <b>Note:</b> Do not click the <i>Name</i> data field. It will bring up the <b>Position</b> Flexfield Window and generate a new system number.
4	Click <b>Query</b> and click <b>Run</b> . <i>Date</i> , <i>Name</i> (PD Nbr, Title, Sequence Nbr, Servicing Personnel ID, and type of position); <i>Organization</i> (Department of Army); <i>Location</i> (GEO-LOC); and <i>Status</i> automatically populate the <b>Position</b> Window.

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## Linking a Position to a Position Hierarchy, Continued

### Using the Position Window <Reporting To> Taskflow Button

Step	Action
1	<p>On the <b>Position</b> Window, click the &lt;<b>Reporting To</b>&gt; Taskflow Button. The <b>Position Reporting To</b> Window displays.</p>  <p>→</p>
2	Place your cursor in the <b>Hierarchy</b> data field; click the LOV to select the name of the hierarchy in which you are placing the position. (Ex: UIC level)
3	<p>Place your cursor in the <b>Name</b> data field, and click the LOV. Enter a reduction query. (Ex: %)</p> <p><b>Note:</b> This is the Position Name, not the Person Name of the incumbent of this position.</p>
4	Select the position that the newly created position reports to.
5	Click <b>Save</b> .
6	Click <b>Action</b> on the Main Menu and click <b>Close Form</b> to return to the <b>Navigation List</b> .

# Deleting a Position from a Position Hierarchy


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<b>Purpose</b>	This procedure will guide you through the steps to delete a position that is within a position hierarchy.
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<b>Section Contents</b>	<ul style="list-style-type: none"><li>• Accessing the <b>Position Hierarchy</b> Window</li><li>• Deleting the Position from the Hierarchy</li><li>• Querying a Position</li></ul>
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<b>See Also</b> 	In this Module: Chapter 1, Building Positions Chapter 3, Managing Position Hierarchy Section, Linking a Position to a Position Hierarchy
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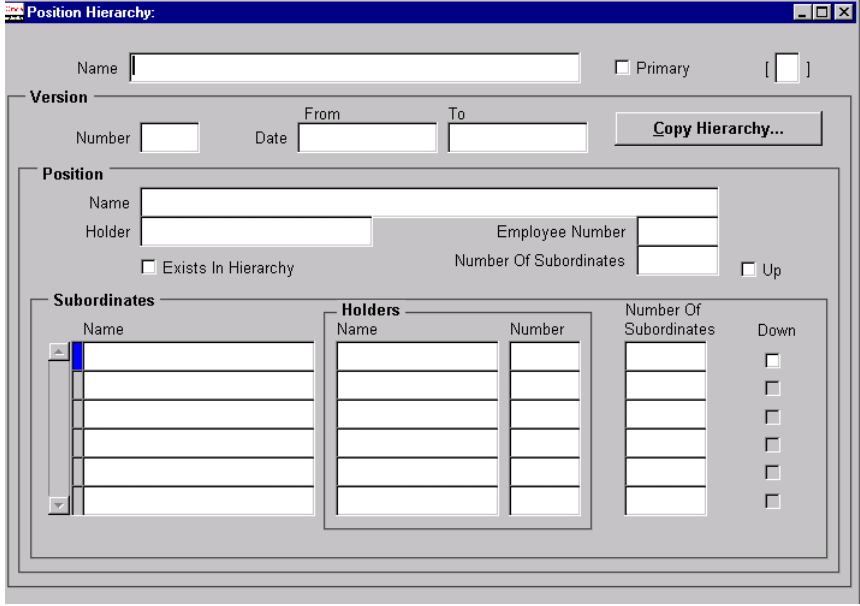
<b>Before You Begin</b>	To delete a position from a position hierarchy, you must remove the subordinate positions from the hierarchy, starting at the lowest level.
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## Deleting a Position from a Position Hierarchy, Continued

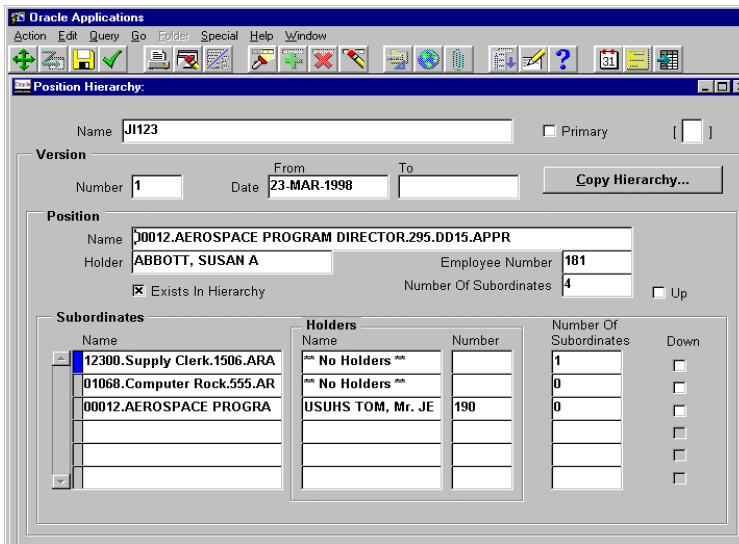

### Deleting a Position from a Position Hierarchy

Step	Action
1	<p>On the <b>Navigation List</b>, click <i>Work Structures</i> → <i>Position</i> → <i>Hierarchy</i> &lt;Open&gt;. The <b>Position Hierarchy</b> Window displays.</p> 

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## Deleting a Position from a Position Hierarchy, Continued

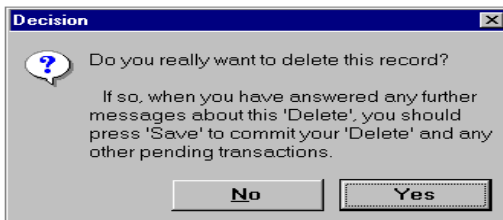
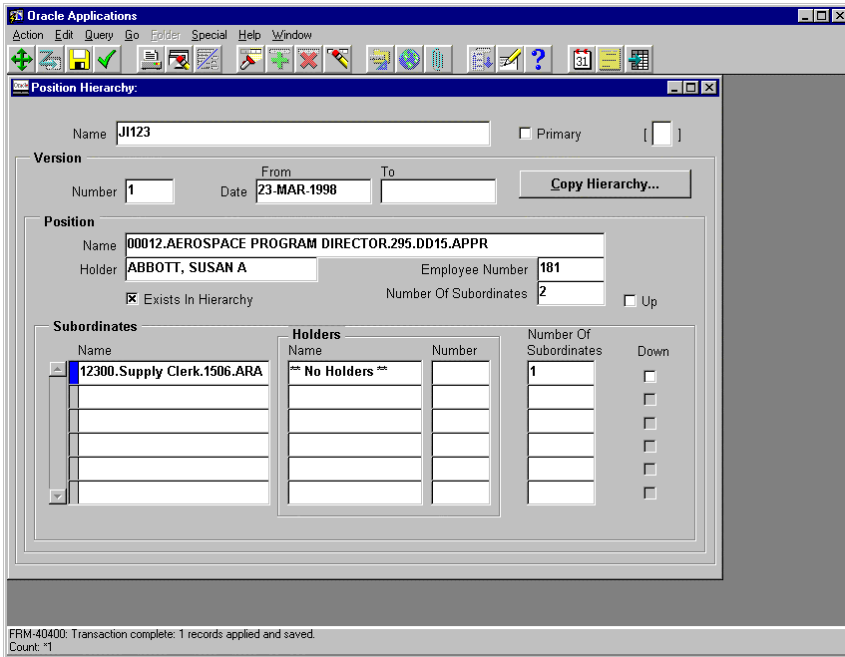
### Deleting a Position from a Position Hierarchy

Step	Action
2	At <b>Name</b> data field at the top of the form, query the name of the hierarchy (UIC or PAS). The <b>Position</b> Region automatically populates with a list of positions in the database.
3	With the cursor in <b>Name</b> data field in the <b>Position</b> Region, query the name of the top position (supervisor of the position being deleted). The subordinate positions including the one you want to delete will automatically populate under the <b>Name</b> data field of the <b>Subordinates</b> Region.
	
4	Click the position you want to delete.
5	Click the “ <b>To</b> ” Block at the top under the <b>Name</b> Region.
6	Go back and click the position you want to delete (again) in the <b>Subordinates</b> Region.
7	Click the Delete Button  on the Toolbar.

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## Deleting a Position from a Position Hierarchy, Continued

### Deleting a Position from a Position Hierarchy (continued)

Step	Action
8	<p>A Message Box displays asking, “Do you really want to delete the record?” Click &lt;Yes&gt;.</p> 
9	Click <SAVE>.
10	<p>The <b>Position Hierarchy</b> Window displays with the positions removed.</p> 
11	<p>You can now exit the <b>Position Hierarchy</b> Window. Click <b>Action</b> on the Main Menu Bar and click <b>Close Form</b> to return to the <b>Navigation List</b>.</p>

# Using Application Data Export (ADE)

## Purpose

Oracle's **Application Data Export (ADE)** is an associated application which links the modern DCPDS to desktop tools such as word processors, spreadsheets, and data query tools, in order to manipulate the data that you have exported.

- It will enable you to launch a **Hierarchy Diagrammer** to graphically display an organization or position hierarchy. However, you cannot build a position hierarchy using ADE.
- ADE can be accessed from anywhere in the modern DCPDS except special applications such as COREDOC and Resumix®.

## Section Contents

- Accessing the **Position Hierarchy** Window
- Accessing the **HR Position Diagrammer**
- Using ADE to make changes to the position hierarchy.

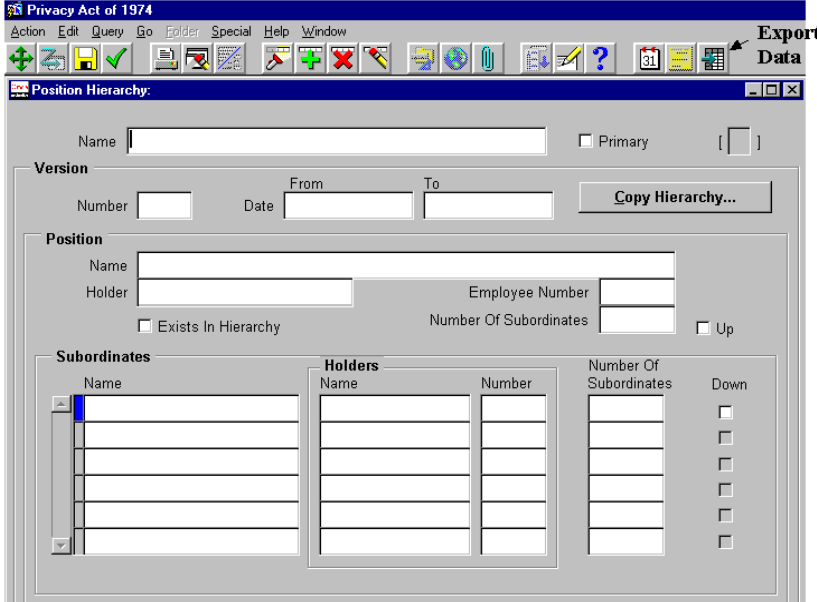
## Before You Begin

- When using ADE, it is helpful to know the name of the position hierarchy you want to work with (usually a UIC or PAS code), and the position number of the top position in that hierarchy.
- Once displayed, you can use the **Position Hierarchy Editor** to graphically make various changes to your hierarchy:
  - Add positions by dragging them from the right pane to the left, or
  - Remove positions by dragging them from the left to the right, or
  - Change relative standing of positions in the hierarchy by moving the positions around, etc.

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# Using Application Data Export (ADE), Continued

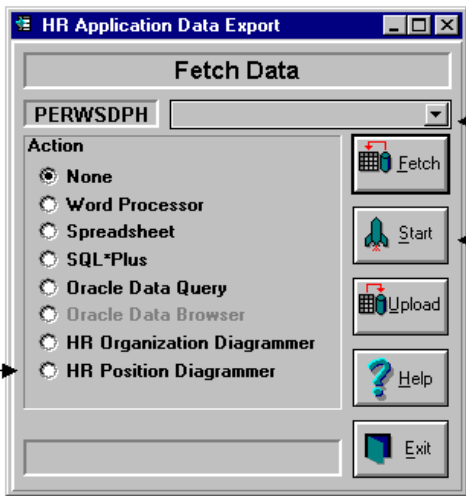
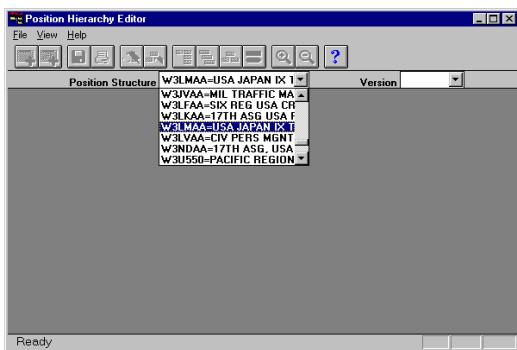
## Accessing ADE

Step	Action
1	<p>From the <b>Navigation List</b>, click <i>Work Structures</i> → <i>Position</i> → <i>Hierarchy</i> → <b>&lt;Open&gt;</b>.</p> <p>The <b>Position Hierarchy</b> Window displays.</p> 

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## Using Application Data Export (ADE), Continued

### Accessing ADE (continued)


Step	Action
2	<p>Click the <b>Export Data</b> Button on the Toolbar. The <b>HR Application Data Export</b> Window displays:</p>  <p>Step 3: Click <i>HR Position Diagrammer</i></p> <p>Step 4: Click and select <i>Default Query</i></p> <p>Step 5: Click <i>Start</i></p>
3	Click the <b>HR Position Diagrammer</b> Button.
4	Click the unnamed drop down menu located just beneath the “Fetch Data” Title; and select <b>Default Query</b> .
5	<p>Click the <b>Start</b> Button. The <b>Position Hierarchy Editor</b> Window displays.</p> 

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## Using Application Data Export (ADE), Continued


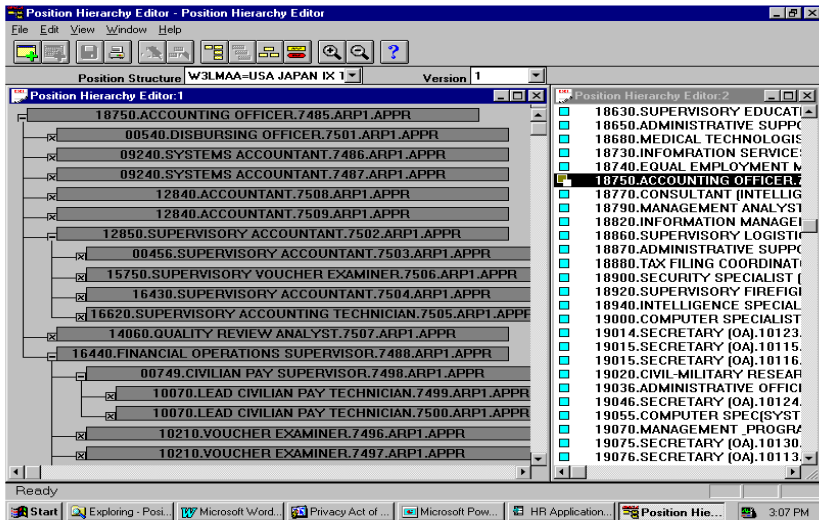
### Viewing the Position Hierarchy

Step	Action
1	Click the <b>Position Structure</b> drop down menu (shown above). Click the name of the hierarchy you want to display (you can quickly reduce the list by typing the first character of the hierarchy you are seeking).
2	Click the <b>Version</b> drop down menu, click "1" (default). The <b>Position Hierarchy Editor</b> Window displays. <div data-bbox="609 693 1291 1186" data-label="Image"> </div> <p> <b>Note:</b> This window is comprised of two areas:</p> <ul style="list-style-type: none"> <li>• The right-hand area (which displays first) is a listing of all the positions in the database.</li> <li>• The left-hand area will display the diagram of the hierarchy you select.</li> </ul>

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## Using Application Data Export (ADE), Continued

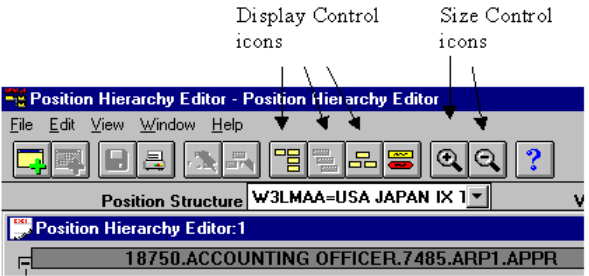
### Viewing the Position Hierarchy (continued)

Step	Action
3	<p>Scroll through the position list on the right hand side to locate the top position in the hierarchy that you are working with. Although there is no “find” function available, this list scrolls very quickly.</p> <p> <b>Note:</b> The top position is identified by a bright <b>blue square</b> with a <b>black square</b> attached to it.</p> <ul style="list-style-type: none"> <li>• Subordinate positions appear as <b>single black squares</b>.</li> <li>• Mid-level positions (with subordinates and superiors) appear as <b>blue squares with black squares</b> on both sides.</li> </ul> <p>♦ <b>Example:</b> Once you find the top position in your hierarchy, click and “drag” it to the left area of the <b>Position Hierarchy Editor Window</b>. This will create the diagram of the hierarchy as displayed below.</p> 

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## Using Application Data Export (ADE), Continued

### Viewing the Position Hierarchy (continued)

Step	Action
4	<p>There are different buttons on the Toolbar that can be used to vary the display of the information in the <b>Position Hierarchy Editor</b> Window. The center of the three <b>Display Control</b> Buttons is “active.” You can also maximize or re-size the window as desired with the <b>Size Control</b> Buttons.</p> 

### Using the Diagrammer to Change the Hierarchy


Action	Procedure
<b>Add</b> a position to the hierarchy	Highlight the position on the right side of the <b>Position Hierarchy Editor</b> Window, click and “drag” it to the appropriate place on the left side of the <b>Position Hierarchy Editor</b> Window.
<b>Link</b> a position to a hierarchy	<ul style="list-style-type: none"> <li>• Drag the position hierarchy (the top position and its subordinates - those with a bright blue square with a black square attached to it) from the right to the left.</li> <li>• Locate the position you want to add in the right pane and drag it to the appropriate place in the left pane.</li> </ul>

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## Using Application Data Export (ADE), Continued

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### Using the Diagrammer to Change the Hierarchy (continued)

Action	Procedure
<b>Remove</b> a position from the hierarchy  	Click the position to be removed on the left side of the <b>Position Hierarchy Editor</b> Window and “drag” it to the right side of the <b>Position Hierarchy Editor</b> Window.  <b>Note:</b> When you remove or detach positions from the hierarchy, you are only severing the “tie” to the hierarchy. You are <b>NOT</b> deleting the position. It remains in the database.
<b>Save</b> the revised hierarchy	Click the <b>Save</b> button on the Toolbar.
Exiting the <b>Position Hierarchy Editor</b> Window	Exit by clicking <b>A</b> ction and <b>C</b> lose <b>W</b> indow on the Main Menu Bar to close the <b>Position Hierarchy Editor</b> Window.

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